

OPEN FOR ALL QUALIFIED APPLICANTS

POSITION OPEN UNTIL FILLED

CITY OF THOMASVILLE

POSITION VACANCY NOTICE

POSITION TITLE: COLLECTIONS CLERK

SALARY: GRADE 19 \$26,760.56 - \$45,492.95

DESCRIPTION OF DUTIES:

Performs a variety of collections and related clerical duties. Work is characterized by frequent public contact and responsibility for accuracy in receiving payments. Tact and courtesy are required in frequent contact with the public.

RESPONSIBILITIES:

Receives cash and checks from the public at a collection window; prepares and issues receipts, makes change, and deposits funds in collection drawer. Opens mail and envelopes received in night deposit box, prepares receipts for payments of bills received; balances fund in drawer. Prepares applications for utilities service for new customers; collects security deposit and explains standard billing procedures to public.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of standard office procedures. Ability to collect and count money accurately and prepare accurate receipts. Ability to make accurate and quick arithmetic calculations; ability to operate data entry equipment; ability to maintain records and reports and to maintain effective working relationships with other departments, employees, and deal tactfully and effectively with the general public.

PHYSICAL REQUIREMENTS:

Must be able to physically perform the life support functions of climbing stairs, balancing, stooping, kneeling, crouching, reaching, standing for sustained periods of time, walking, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform light work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Must possess the visual acuity to prepare and analyze data and figures, perform collection duties, and operate a computer terminal.

DESIRABLE TRAINING AND EXPERIENCE:

Completion of high school and some experience in collections, receiving and accounting for cash, data entry, or general clerical work, or an equivalent combination of experience and training. Bank teller experience is desirable.

APPLICATION PROCESS:

Applications can be obtained at the Personnel Department, City Hall, Monday – Friday, 8:00 a.m. – 5:00 p.m. or any time on the City of Thomasville web site at www.thomasville-nc.gov.

SELECTION PROCESS:

Applications will be reviewed to select the best qualified applicants. Selection will be by structured interview.

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***THE CITY OF THOMASVILLE IS AN EQUAL OPPORTUNITY EMPLOYER
AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, CREED,
AGE, DISABILITY, OR NATIONAL ORIGIN.***